Spring Meadow Infant and Nursery School

Communication Plan Policy Document – Part of the Safeguarding Procedures during the school closure period

Every child is required to 'attend' school each day during the school lockdown situation. The requirement to attend takes on a different form dependent on the situation the family is in, but the same principles apply. There are four differing ways children attend and will access remote learning. A register will be maintained for every child by the admin team at Spring Meadow.

1. Pupils attend school in person every day, because their parents are critical workers. A register is taken by the class/bubble teacher

2. Pupils attend daily live sessions and pre-recorded sessions. Registers are taken by the teacher providing live learning.

3. Pupils are at home and learning as required or have other reasons for not working on line and using paper copies of work sheet type of documents to ensure they are learning. The teacher communicates with the family via the collection and return of work when completed.

4. Pupils are not engaging in any way with the work provided. The school will contact the parent once a week to ensure the safety of the child is secured and to offer further support for the child to continue their learning at home.

Specific groups – pupil absence actions

If a child has a **Special Educational Need** or has a social worker, they must attend school unless there are specific reasons as to why they may not attend. For these children a call will made daily dependent on need. For this with other **vulnerabilities** then telephone calls may be made daily or on alternate days dependent on need. This is to ensure all efforts are made to support the child and their family.

A record of missing days will be recorded on the documents below. This is to support the family to stay on track with learning. It is also to enable longer term tracking so there is a record of what has been covered during school closure. This means that when school returns to normal we can pick up learning based on where the child is at.

Children who are not accessing learning from school in any of the formats we can offer and reasons why.

Pupil name: _____Name of Parent/s _____ (Is this child vulnerable of have an EHCP?) **Y/N**

Frequency of calls _____

Date of telephone call	Telephone number	Reason for not accessing learning	Has the child been able to read to you each day?	Has the child undertaken any phonic activities?	Has the child been able to do any writing?	Has the child played any games that are not electronic ones?	Next steps to support learning

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